



## **FY 2022 Community Grant Program Fund (CGPF) Notice of Funding Availability (NOFA)**

**Online Submission Deadline: April 23, 2021, 3 PM**

**Funded by:  
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
(410) 697-9338  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

### **ELIGIBILITY**

The purpose of CGPF is to assist local law enforcement agencies with establishing community programs and local government agencies with establishing violence intervention programs.  
Funding through this application is available to local law enforcement and local government agencies.

### **IMPORTANT LINKS**

Application Instructions: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grant Management System (GMS): <http://goccp.maryland.gov/grants/>.

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying for the **Community Grant Program Fund (CGPF)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (the Office)**. The purpose of CGPF is to assist local law enforcement agencies with establishing community programs and local government agencies with establishing violence intervention programs. These programs support the Office's objective of developing criminal justice strategies that are coordinated at the local, state, and federal level. The program also seeks to enhance the relationship between law enforcement and youth and aligns with the Children and Youth Division's goals of increasing the wellbeing of Maryland's children and youth as well as addressing Adverse Childhood Experiences (ACEs) and the impact of childhood trauma.

If you need application assistance, please contact:

Sharon Leason, Program Manager  
[Sharon.leason@maryland.gov](mailto:Sharon.leason@maryland.gov)

Justice Schisler, Chief of Programs  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

If you need assistance with program criteria or have questions on program design, please contact:

Martin Hammond, Deputy Director of Criminal Justice Programs  
[Martin.Hammond@maryland.gov](mailto:Martin.Hammond@maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas of how the Office can serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey. The link to the survey is [customer experience survey](#).

## Mission of the Governor's Office of Crime Prevention, Youth, and Victim Services:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## **I. ELIGIBILITY CRITERIA**

### **A. General**

The following entities in Maryland are eligible to submit one application for CGPF funding:

- Local law enforcement agencies
- Local government agencies

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor's Office of Crime Prevention, Youth, and Victim Services (Office)

### **B. Opportunity Title**

Community Grant Program Fund (CGPF)

### **C. Submission Date**

April 23, 2021 by 3 pm

### **D. Anticipated Period of Performance**

July 1, 2021 to June 30, 2022

### **E. Funding Opportunity Description**

The Office announces the availability of \$500,000 in grant funding under CGPF. The purpose of CGPF is to assist local law enforcement agencies with establishing community programs and local government agencies with establishing violence intervention programs. The Office anticipates making 10-20 awards, ranging from \$5,000 to a maximum of \$85,000.

Programs funded under this initiative should be established and sponsored by a local law enforcement agency to:

- Provide recreational or athletic opportunities for members of the community;
- Improve relations between citizens and law enforcement; or
- Otherwise benefit or improve the community.

Programs can include, but are not limited to police/community events such as "National Night Out." Community Grant Program funds may also support violence intervention programs established and supported by a local law enforcement agency or another agency of a local government.

**All funding is contingent upon the final approval of the Governor's Office of Crime Prevention, Youth, and Victim Services' budget during [Maryland's 2021 Legislative Session of the General Assembly](#).**

## **III. PROGRAM REQUIREMENTS**

Grantees will be required to track and measure program outputs and outcomes based on performance measures that work towards crime prevention including the Office's objective of reducing violence and promoting safer communities. Outputs and outcomes must be recorded and submitted to the Office on a quarterly basis.

For programs seeking to work with youth, the following mandatory performance measure will be applied:

1. Number of youth who have reported an increase in their overall well-being. Note: For this purpose, well-being is defined as having generally positive experiences with education and employment, good relationships with family and friends, adequate financial resources to meet basic needs and wants, physical health and comfort, resiliency, freedom from chronic stressors, and a consistent sense of belonging to a community.

Additionally, the following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

#### Community Programs

- Number of community/athletic events held
- Number of community members participating in events
- Number of participants who reported a positive attitude toward law enforcement
- Number of community members who reported satisfaction with police services
- Number of participants who reported better relations with police officers as a result of participating in the event

#### Violence Intervention Programs

- Number of individuals served
- Total program capacity
- Number of individuals who successfully completed the program
- Number of individuals arrested for a new crime
- Number of attendees/participants who reported an increased understanding of the topic as a result of this program

## **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANT MANAGEMENT SYSTEM (GMS)**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application, you must have a User ID.** If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is **April 14, 2021**. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Office, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Sharon Leason at [Sharon.Leason@maryland.gov](mailto:Sharon.Leason@maryland.gov).

## **V. TRAINING/TECHNICAL ASSISTANCE (TA)**

To help applicants prepare and submit applications that reflect the Office's established guidelines and procedures, training is provided through [training videos posted on the Office website](#). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](#) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Office will conduct a **technical assistance conference call** to provide further application assistance to answer questions.

The CGPF technical assistance call will be held from 2:00 - 3:00 PM on April 9, 2021.

**Call in number: 1-774-298-7110**

**PIN: 236 365 735#**

**Meeting Link:** <https://meet.google.com/oei-shjb-xgc?hs=122&authuser=0>

## VI. IMPORTANT DATES

Date for Application Technical Assistance	April 9, 2021
Deadline to Request a User ID	April 14, 2021
Deadline to Submit an Online Application	April 23, 2021
Letters of Intent to Fund/Denial Letters Emailed	June 2021
Award Documents Emailed	June 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

## VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

CGPF is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under CGPF for FY 2022 will begin July 1, 2021 and end on June 30, 2022. Funds are paid on a reimbursable basis.

### **B. Allowable Costs**

The following is a listing of services, activities, and costs that are eligible for support with CGPF funds within a subrecipient's organization:

- Personnel
- Operating expenses
- Program Supplies
- Training
- Equipment
- Trinkets (items such as hats, mugs, portfolios, t-shirts, gift bags, etc.)

### **C. Unallowable Costs**

- Lobbying and administrative advocacy
- Perpetrator Rehabilitation and Counseling
- Audit costs
- Property insurance
- Printing
- Telephone/Fax (possible funding source exceptions)
- Food/beverage
- Construction projects

**The list above is not exhaustive. The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

### **D. Consultant Rates**

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds

to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grant Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

**A. Electronic Funds Transfer (EFT)**

The Governor's Office of Crime Prevention, Youth, and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division (GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

**B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

**C. Supplanting, Transparency, and Accountability**

Supplanting is the use of Office grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.



## X. APPLICATION CHECKLIST

### What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
  - ☐ Applicant Disclosure of Pending Applications Statement
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the de minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

\*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of the application. If awarded, this completed questionnaire will be required post-award.

**More information on each item above can be found in the [NOFA Application Instructions](#).**

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

### Additional Applicant Resources:

Code for Federal Regulation Title 2 CFR: [https://ecfr.io/Title-02/cfr200\\_main](https://ecfr.io/Title-02/cfr200_main)

Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedoj/overview>

FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>

**211 Maryland** - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>